

**\*USAF Declass/Release Instructions On File\***

Approved For Release 2001/08/27 : CIA-RDP33-02415A000600070021-4

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STANDARD OPERATING PROCEDURE  
NUMBER 50-3055-23

16 February 1965

ALERT NOTIFICATION

1. PURPOSE: To establish procedures and responsibilities upon receipt of an alert for CPX or operational mission.

2. SCOPE: Applicable to each staff section.

3. RESPONSIBILITIES:

a. The Command Post is responsible for the initial alert notification during normal duty hours of 0700-1700 daily, Monday through Friday, and at all times if on a 24 hour shift basis.

b. Security is responsible for the initial alert notification after normal duty hours Monday through Friday, and the weekend period from 1700 hours Friday to 0700 hours Monday. The Commander or Weekend Duty Officer will notify Security when to initiate the alert.

c. The Base Signal Center, upon receipt of the alert message after normal duty hours or weekend periods, will put the message in a sealed envelope and request Security to make immediate delivery to the Commander or Weekend Duty Officer as applicable.

d. Each staff section is responsible for establishing adequate alert notification procedures for their assigned personnel.

4. PROCEDURES:

a. When directed by the Commander, the responsible action agency listed in paragraph 3 above will initiate calls to the primary or alternate for each staff section as listed in Attachment 1. They will be advised of the planned H-hour, time and place of the Commander's briefing.

b. Each staff section will initiate notification procedures to sub-sections/ personnel.

c. In the event the Commander cannot immediately determine the time he desires to have the briefing for his staff, he will advise the Command Post upon such determination; the Command Post will then notify the primary/alternate personnel listed in Attachment 1.

OPR: DCO

DISTRIBUTION: A & B

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5. Staff sections are responsible for up-to-date currency of the list contained in Attachment 1. Changes will be made by publishing a revised Attachment 1 for base wide distribution by the Base Administrative Section.

6. Sections are reminded that after receipt of the alert notification, all coordination, messages, etc., must be effected through the Mission Coordinator located in the Command Post, extension 3316.

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*for*  
Colonel, USAF  
Deputy Commander for Operations

1 Atch  
Notification List

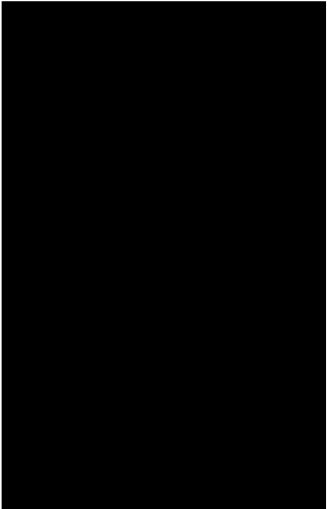
Colonel, USAF  
Commander

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**SECRET**

ALERT NOTIFICATION LIST

<u>SECTION</u>	<u>INDIVIDUAL</u>	<u>DUTY/QUARTERS</u>	<u>HOME</u>
Command		3207/3294 House 7	878-4984
Operations		3242/3294 House 7	878-4702
		3242/3389 House 3	878-2819
Materiel		3343/3294 House 7	878-7684
		3343/ House 6	878-7158
Support		3207/3351 House 1	736-1620
		3276/3351 House 1	878-6021
Security		3233/3351 House 1	878-8973
		3233/ House 2	870-3199
Hospital		3239/3366 House 5	878-5383
		3239/3366 House 5	870-3959

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Attachment 1